



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF ARMY RESERVE  
WASHINGTON DC 20310-2400

REPLY TO  
ATTENTION OF

S: 1 December 1999

DAAR-GO

7 October 1999

MEMORANDUM FOR GENERAL OFFICERS AND COLONELS ASSIGNED  
TO GENERAL OFFICER POSITIONS

SUBJECT: USAR General Officer Issues

1. **TRAINING.** The FY 00 School Training Schedule is at Enclosure 1. Please review the schedule and indicate your preferences on the training request at Enclosure 2 no later than 1 December 1999. Fax your request to (703) 601-0907 or mail it to the Crystal City GOMO at: Office, Chief Army Reserve, ATTN: DAAR-GO, Suite 12000, 1421 Jefferson Davis Highway, Arlington, VA 22202-3259. The point of contact for school reservations is SSG (P) Morris at (703) 601-0911.
2. **BOARD MEMBERSHIP.** A list of board membership requirements for CY 00 Reserve Components Promotion/Selection Boards is at Enclosure 3. Please indicate the boards you desire to serve on as a board member by initialing directly on Enclosure 3. Also, please indicate your interest and ability to serve as a board member on Active Army boards, long boards (more than two weeks) and short notice boards directly on Enclosure 3. Please return your selections to the Crystal City GOMO via fax at (703) 601-0907 or mail to the Crystal City GOMO at the address listed in paragraph 1 no later than 1 December 1999. If you are selected to participate on a board, Mr. Erickson at the Crystal City GOMO will contact you with the applicable information concerning the board. The Saint Louis GOMO will publish your orders approximately three weeks prior to the convene date of the board. The point of contact for board membership is Mr. Erickson at (703) 601-0909.
3. **GO ALPHA ROSTER.** Enclosure 4 is a USAR GO alpha roster that includes personal and unit information. Please review the information pertaining to you and your agency or unit. If corrections or additions are needed, please call the St. Louis GOMO at (314) 592-0470.
4. **PHOTOS.** AR 640-30 directs you to take a new photo every three years. However, we recommend you update your photo at least every two years as all actions we process require a current photo. Additionally, you should have a new photo taken when any changes occur such as receipt of new awards, promotion, or change of unit designation. If we do not have an adequate number of photos on file for you or your photo is no longer current, SSG(P) Morris will notify you telephonically or via e-mail. If you have any questions concerning your photo, please contact SSG(P) Morris at (703) 601-0911.
5. **NON-ESSENTIAL TRAVEL.** Enclosure 5 is a policy memorandum from the Chief, Army Reserve (CAR) which outlines his policy regarding events deemed non-mission essential.



DAAR-GO  
SUBJECT: USAR General Officer Issues

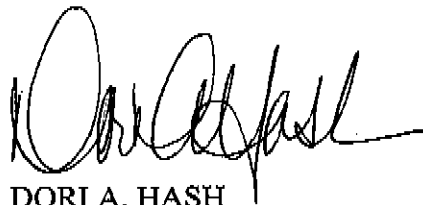
6. **TRAVEL VOUCHER SETTLEMENT.** All Operational, Maintenance Army Reserve (OMAR) orders that are funded by OCAR and published by the Crystal City GOMO, whether temporary duty (TDY) or invitational Travel orders (ITO), must be processed through the Crystal City GOMO for payment. In accordance with the instructions on the orders, a travel voucher must be filed within five days after the tour end date. Please ensure you send the signed original travel voucher, one copy of your orders and all applicable receipts to the Crystal City GOMO, ATTN: SSG(P) Morris, at the address listed in paragraph 1. Ensure that you maintain a copy of your travel voucher for your records. When you receive your payment, please send a copy of the settlement voucher to SSG (P) Morris via fax at (703) 601-0907 or mail. The St. Louis GOMO is responsible for publishing Reserve Personnel Army (RPA) orders. Please refer to the information paper at enclosure 6 for RPA order processing procedures.

7. **OCONUS TRAVEL.** All OCONUS travel requires prior approval from the CAR. Your approval request for OCONUS travel must include, at a minimum, the location(s), dates, purpose of the visit, and a brief itinerary outlining the schedule of events. Additionally, you will need to obtain country clearance(s) through your chain of command prior to your departure. It is strongly recommended that the sponsoring unit or agency fund your travel and per diem, which should be highlighted within the OCONUS travel request.

8. **OFFICER EVALUATION REPORTS.** The Army Reserve has implemented the new officer evaluation report, DA Form 67-9, effective 1 October 1998. As a result, the processing time at AR-PERSCOM has increased significantly from two days to four weeks. The increased processing time is primarily caused by AR-PERSCOM sequencing the OERs and maintaining the integrity of the senior rater's profile. Therefore, if you have officers within your chain of command appearing before a general officer promotion selection board or a general officer advisory assignment board, please ensure their ratings are completed and processed through the chain of command in a timely manner. This will assist the St. Louis GOMO in the preparation of the officer's board packet.

9. The OCAR responsible official for general officer management is the undersigned at commercial: (703) 601-0908 or DSN: 329-0908.

FOR THE CHIEF, ARMY RESERVE:



DORI A. HASH  
Major, GS  
Chief, General Officer  
Management Office

6 Encls  
as

# United States Army Reserve Component Training Program

## General Officer Training

Course	Location	Dates	Length	Description	Who Can Attend	Attendance Status
Brigadier General Officer Training Conference	Ft Leavenworth, KS	25-29 Oct 99	6 days	CSA's General Officer Orientation course for generalship training.	BGs/Colonels in BG positions via GOAAB who have been nominated by the President.	Mandatory Spouses expected to attend
Force Management Course for Senior Leaders	Fort Belvoir, VA	13-17 Sep 99 13-17 Dec 99 06-10 Mar 00 01-05 May 00	5 days	Synopsis of Army's major programs and macro overview of current senior leadership policies.	All GOs - priority to new BGs/ promotable colonels	Mandatory
Equal Opportunity/ Equal Employment Opportunity Course	Kansas City, MO Cocoa Beach, FL	01-02 Nov 99 13-14 Jan 00 09-10 Mar 00 18-19 May 00 27-28 Jul 00	2 days	Overview and training of DOD EO/EEO policies	Required of all GOs within two years of promotion to BG	Mandatory
CAPSTONE	Fort McNair, Washington D.C.	31 Jan - 10 Mar 17 Apr - 26 May 10 Jul - 18 Aug 25 Sep - 3 Nov	6 weeks	Primary focus on joint staff issues	BG and COL(P)	Optional Nomination by CAR
National Security Leadership Course	Syracuse University Baltimore Campus at John Hopkins	TBD	2 weeks	Discussion of national security issues / challenges facing the Army	BG and MG	Optional Nomination by CAR
RC General Officer Legal Orientation	Charlottesville, VA	26-28 Jan 00	2.5 days	To acquaint senior leaders with the legal responsibilities they will encounter	COL in BG positions, BG and MG Priority to Commanders.	Optional
Senior Reserve Component Officer Course	Carlisle Barracks, PA	04-08 Oct 99	5 days	To provide AWC students information on the Roles and Missions of the USAR.	BG, MG, COL(P)	Optional Nomination by CAR

## **United States Army Reserve Component Training Program**

### **General Officer Training**

#### **MANDATORY TRAINING**

1. The Brigadier General Training Conference is hosted annually by the Chief of Staff, Army for new brigadier generals and colonel promotables who have received Presidential nomination. Promotable colonels assigned to general officer positions will be scheduled to attend the Brigadier General Training Conference.
2. The Force Management Course for Senior Leaders, also for new brigadier generals, is mandated by the Chief, Army Reserve and provides a macro level view of how the Army and its systems function.
3. The Equal Opportunity / Equal Employment Opportunity (EO / EEO) Course is directed by the Secretary of Defense within the first two years of a new Reserve Component brigadier generals promotion date. This course is mandatory for Troop Program Unit general officers. Individual Mobilization Augmentee general officers may attend with prior approval from the Chief, Army Reserve.

#### **USAR TRAINING PROGRAM**

The list of training courses on the preceding page was developed in coordination with OCAR and provides a variety of training options to RC general officers.

#### **ATTENDANCE CRITERIA**

Course attendance is dependent upon current assignment, available quotas, funding, and in the case of the Brigadier General Training conference, Presidential nomination.

#### **ENROLLMENT**

OCAR's General Officer Management Office is responsible for processing training requests, obtaining quotas for courses, and funding all USAR attendance. All eligible officers should submit requests directly to OCAR GOMO. POC is Major Dori A. Hash, (703) 601-0906.

TRAINING REQUEST

I HAVE REVIEWED THE TRAINING COURSES AND I'M INTERESTED IN  
ATTENDING THE FOLLOWING:

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COURSE

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DATES:      1ST CHOICE      2ND CHOICE      3D CHOICE

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COURSE

---

DATES:      1ST CHOICE      2ND CHOICE      3D CHOICE

---

COURSE

---

DATES:      1ST CHOICE      2ND CHOICE      3D CHOICE

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COURSE

---

DATES:      1ST CHOICE      2ND CHOICE      3D CHOICE

«RANK2» «FNAME» «MI» «LNAME» «SUFFIX»  
PRINTED/TYPED NAME

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SIGNATURE

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DATE

**CY 2000 DA/USARC RESERVE COMPONENT BOARD SCHEDULE**

PLEASE INDICATE WITH AN "X" THE BOARDS FOR WHICH YOU ARE QUALIFIED AND INTERESTED.

<b>BOARD</b>	<b>DATE</b>	<b>RANK</b>	<b>BRANCH</b>	<b>RQMTS</b>	<b>"X"</b>
<b>CPT, MAJ AMEDD</b>	10 JAN – 4 FEB 2000	1-GO (PRES)	APL	NA	
<b>AGR COMMAND ADV BD</b>	24-31 JAN 2000	1-BG (PRES)	APL	FEMALE OR MINORITY	
<b>AGR OFF CONT BRD/AGR OFF ASSIGN BRD</b>	1 - 11 FEB 2000	1-MG (PRES) 3-BGs 1-BG 1-BG 1-BG	APL AN JAG CH	1-MINORITY (APL)  1-FEMALE (APL)	
<b>USARC COL CMD ADV SEL BD</b>	7-10 FEB 2000	2-RSC CDR 1-DIV (IT) CDR 1-DIV(TS) CDR 1-EAD CDR	APL	TPU 1-MINORITY (APL)	
<b>AGR COL CMD BD</b>	11-13 FEB 2000	1-FEMALE 1-AMEDD			
<b>CW3/CW4/CW5 SEL BRD</b>	24 APR – 12 MAY 2000	1-GO (PRES)	NA	NA	
<b>SEL RETEN BRD</b>	8-19 MAY 2000	1-MG (PRES) 1-BG	NA	NA	
<b>TPU POS VACANCY BD</b>	12 - 16 JUN 2000	1-MG (PRES)	TPU	1-TPU	
<b>COL APL BD</b>	11 JUL - 11 AUG 2000	1-BG (CO-PRES)	NA	NA	
<b>USAR CSM &amp; AGR SGM/CSM BRD</b>	17 - 28 JUL 2000	1-GO (PRES)	NA	NA	
<b>USARC COL CMD ADV SEL BRD</b>	21 – 25 AUG 2000	2-RSC CDR 1-DIV (IT) CDR 1-DIV(TS) CDR 1-EAD CDR 1-FEMALE 1-AMEDD	APL	TPU 1-MINORITY (APL)	
<b>SEL RETEN BD (STANDBY)</b>	11 - 15 SEP 2000	1-MG 2-BG	NA	NA	
<b>LTC, APL BD</b>	6 SEP- 6 OCT 2000	1-GO (PRES)	NA	NA	
<b>LTC/COL CH BD</b>	16-20 OCT 2000	1-GO (PRES)	APL	NA	
<b>USAR OFFICER PROF DEV BRD</b>	16 OCT - 3 NOV 2000	1-MG (PRES)	NA	NA	

**CONTINUATION OF CY 2000 DA/USARC RESERVE COMPONENTS  
PROMOTION/SELECTION BOARD SCHEDULE**

**AVAILABLE FOR DA BDS?**

**AVAILABLE FOR SHORT NOTICE BDS?**

**AVAILABLE FOR LONG TERM BDS?**

\_\_\_\_\_  
**PRINTED/TYPED NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



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ATTENTION OF

DEPARTMENT OF THE ARMY  
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WASHINGTON, DC 20310-2400

DAAR-GO

24 June 1998

MEMORANDUM FOR ALL USAR GENERAL OFFICERS AND COLONELS ASSIGNED TO  
GENERAL OFFICER POSITIONS

SUBJECT: Non-Essential Travel

1. In an effort to maximize the use of our limited travel dollars, I am requesting you eliminate all non-essential travel. Ensure your temporary duty is mission related and essential. Attendance at ceremonies, changes of command, or retirements outside your unit or agency will not be supported unless directed by me. Although these events are important, we cannot afford to expend valuable resources which provide a minimal return to your command and the U.S. Army Reserve.
2. With careful planning, you can help eliminate unnecessary costs. I appreciate your hard work and continued support.

A handwritten signature in black ink, reading "Th. J. Plewes", is positioned above the typed name.

THOMAS J. PLEWES  
Major General, U.S. Army  
Chief, Army Reserve



## INFORMATION PAPER

ARPC-ZGO  
October 1999

SUBJECT: Travel Information

FACTS:

1. **Lodging Taxes**: Effective 1 January 1999, new rules are in effect for reimbursement of lodging costs and taxes. This only affects duty performed inside the Continental United States (CONUS). Lodging taxes are no longer considered part of the lodging costs. When completing your travel voucher you **MUST** list "lodging **taxes**" separately as a "reimbursable expense" (Section 16 of DD Fm 1351-2 Travel Voucher or Subvoucher) and not include the taxes as part of the lodging cost. You could lose money for failure to appropriately itemize lodging taxes. This information will also prove useful when making lodging arrangements to preclude making reservations that exceed lodging per diem because of the tax. Travel to locations **outside** CONUS is **not** affected by this change.

2. **RPA Travel/Duty Claims**: All IMA GOs and TPU GOs performing duty on St. Louis GOMO published RPA orders must submit their travel claims to the St Louis GOMO. In turn, St. Louis GOMO will forward the travel claims to the Defense Network Operations (DNO), Indianapolis, Indiana. To expedite travel and pay claims, please ensure your settlement includes the following:

a. **IMA/TPU Travel Claims** (Please forward two copies of this packet -- travel orders/amendments and receipts)

- 1) DD Fm 1351-2 (with original signature)
- 2) Copy of travel orders and any amendments
- 3) All original receipts (please secure small loose receipts to plain bond paper)

b. **IMA Pay Claims** (Please forward two copies of this packet)

- 1) DD Fm 1351-2
- 2) Copy of travel orders and any amendments
- 3) Signed orders

c. **TPU PAY CLAIMS** must be processed through unit channels.

3. It is not necessary to send more copies than the above requested amounts. Your cooperation will result in your travel/pay being processed expeditiously. We would appreciate your assistance so that we can serve you better and in a more timely manner.

4. If you need further assistance, please call SGT Yvonne Kato, Administrative Sergeant, or Mrs. Melinda Carter, Administrative Assistant at the St Louis GOMO.